



# أوّل اسّابع بِرْبَّ مُؤْمِن

إعداد المترجم: محمد شلبي

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## Basics of MemoQ 2015

By: Muhammad Shalabi

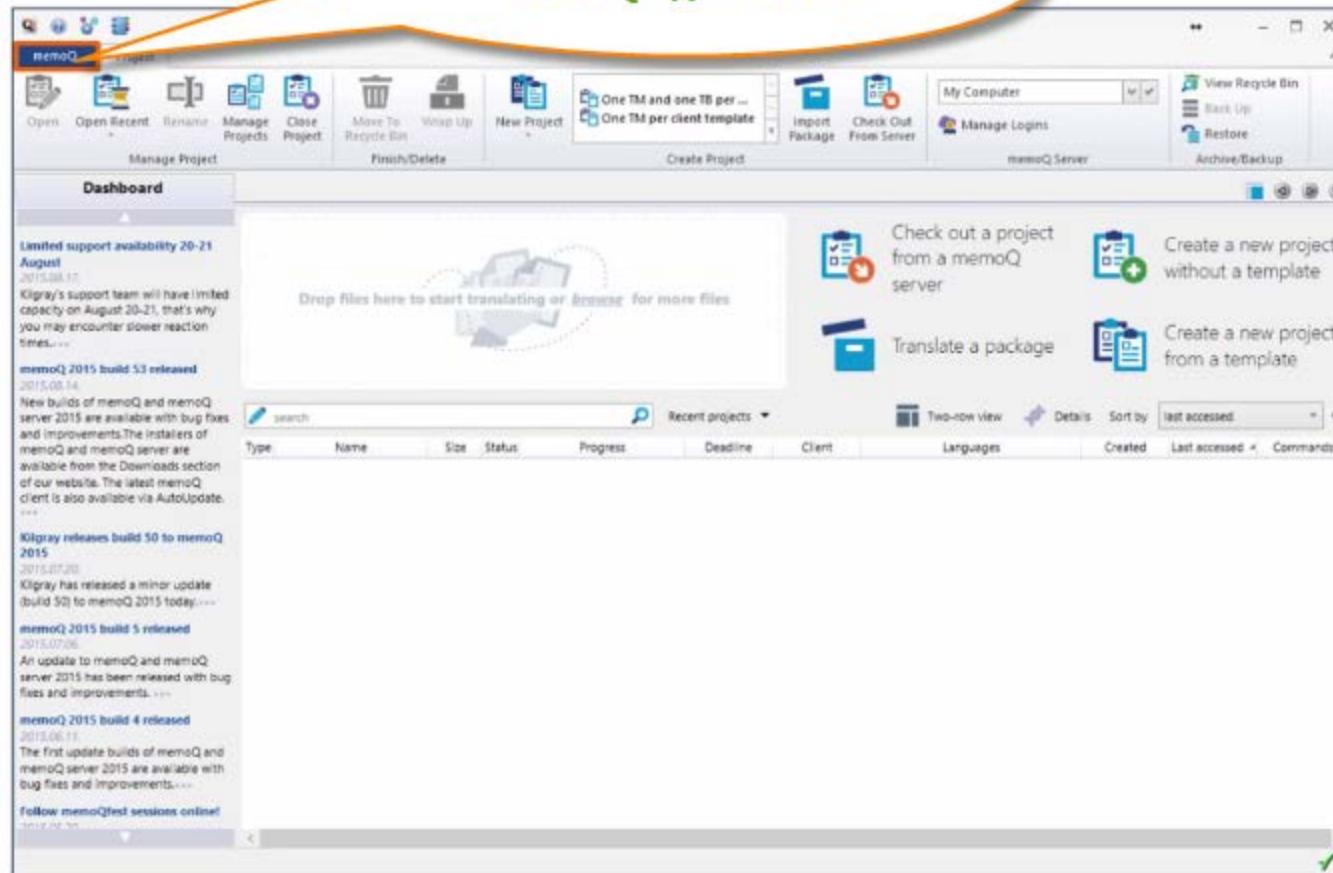
# Setting up a memoQ project

قبل البدء، بالترجمة في برنامج memoQ. تحتاج إلى إعداد مشروع جديد. حيث يلزمك إدخال المعلومات التالية:

- اسم المشروع.
- مكان محفظة
- مسار المستند الذي ترغب بترجمته
- ذاكرة الترجمة التي ترغب باستفادتها
- قاعدة المصطلحات التي ترغب باستفادتها [إذا أردت]

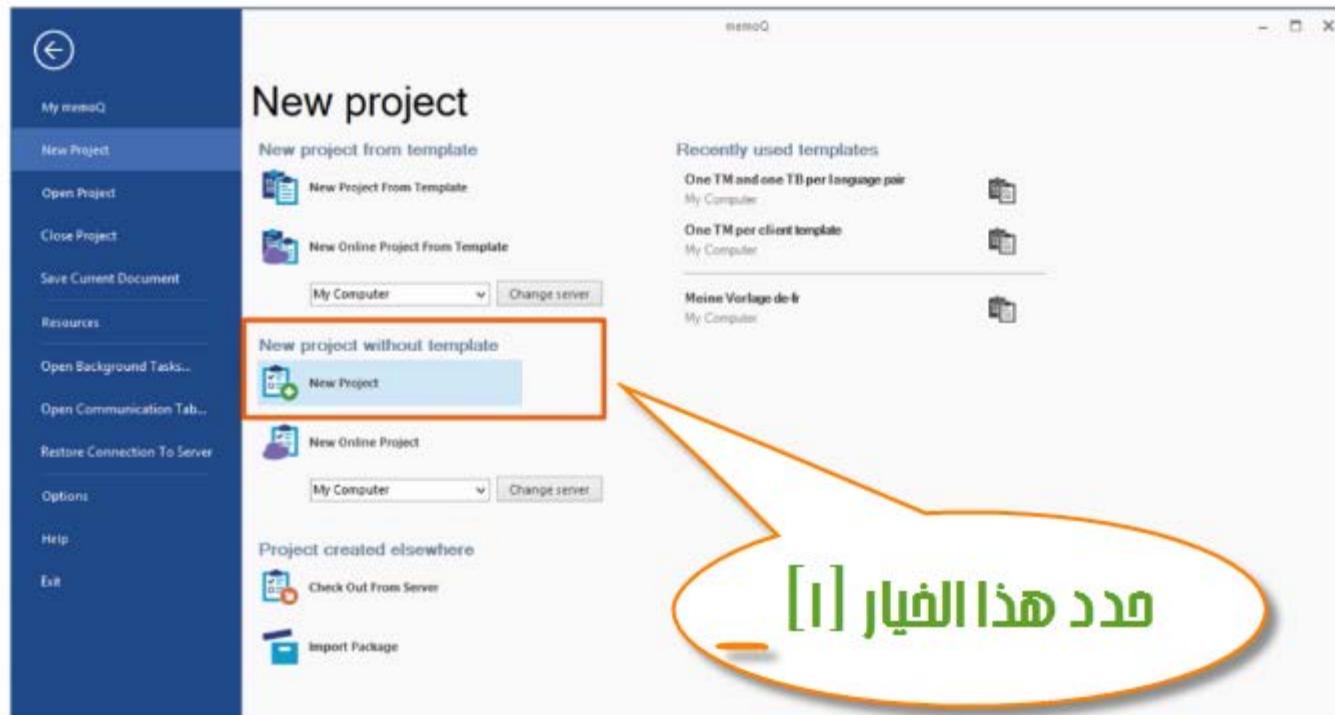
# Ways to start the project wizard

ابد، مشروع ترجمة



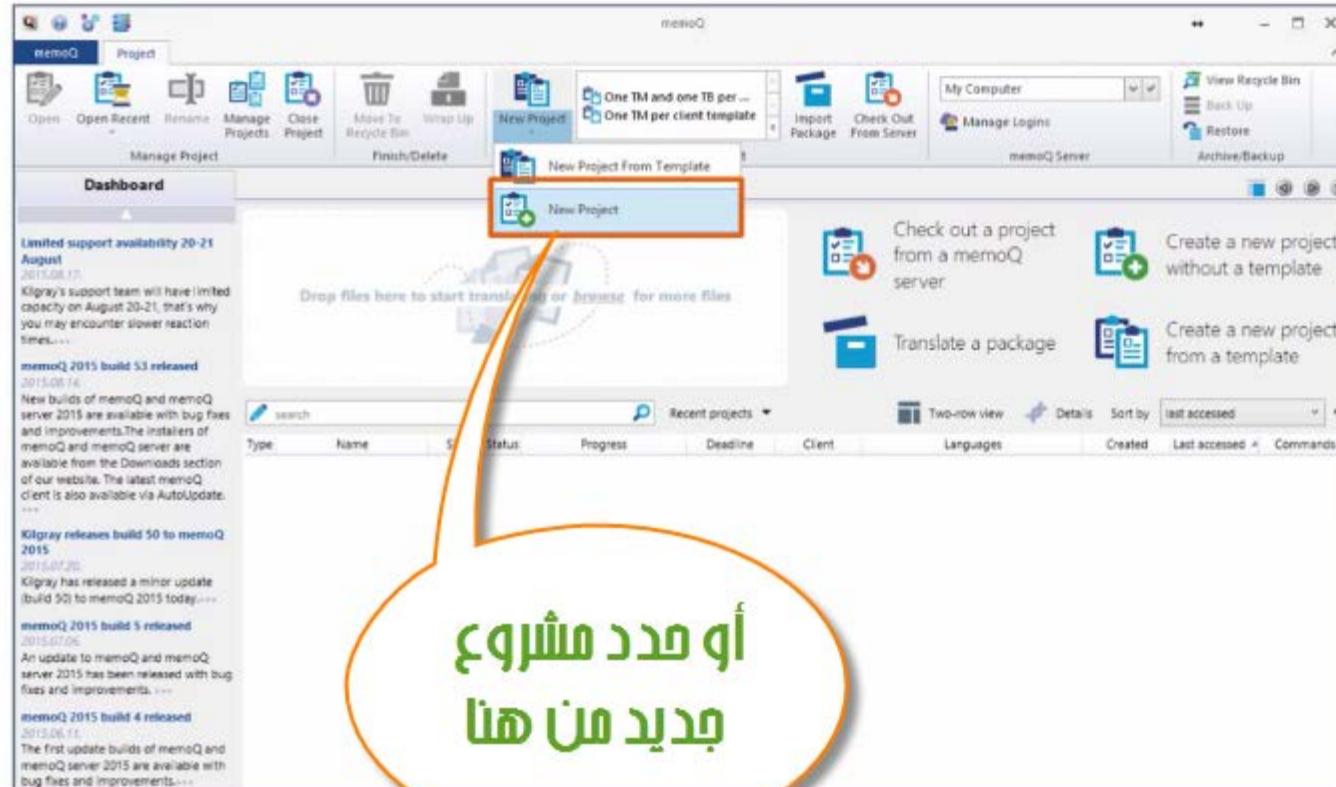
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# Ways to start the project wizard



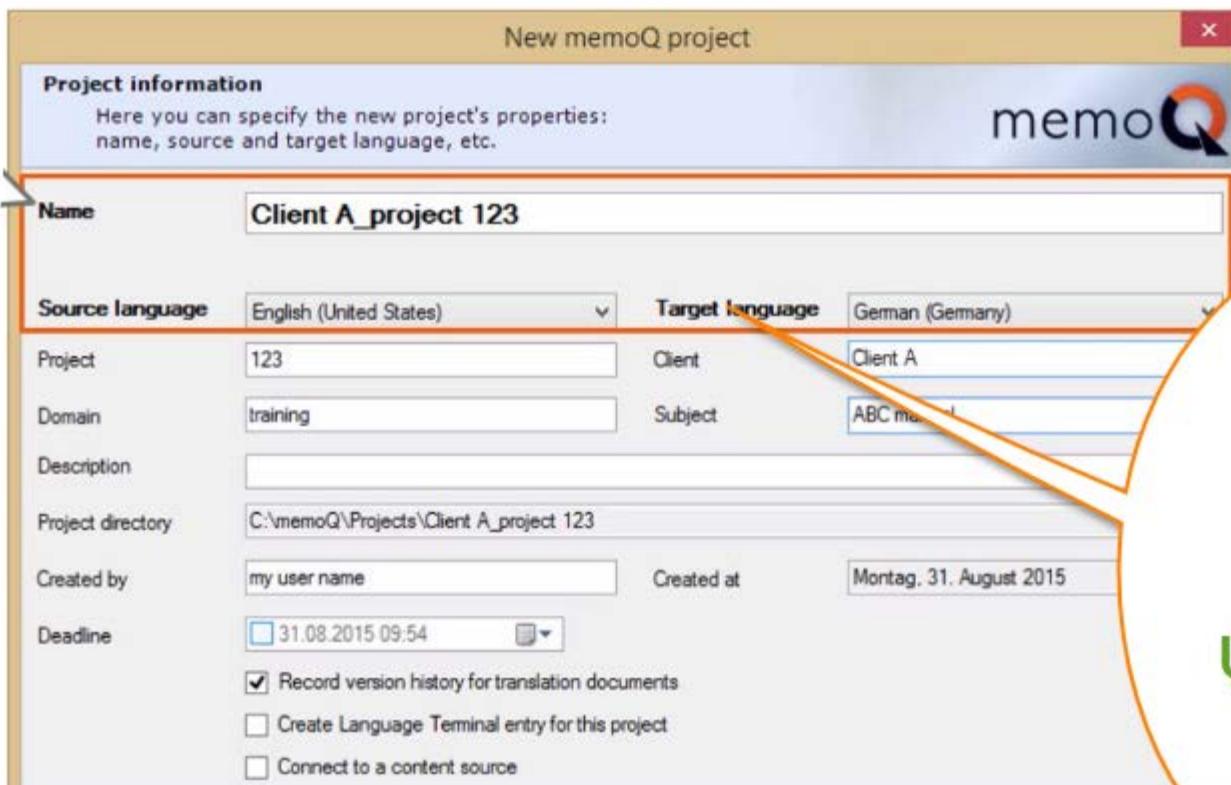
تجرب هذا الخيار [ا]

# Ways to start the project wizard



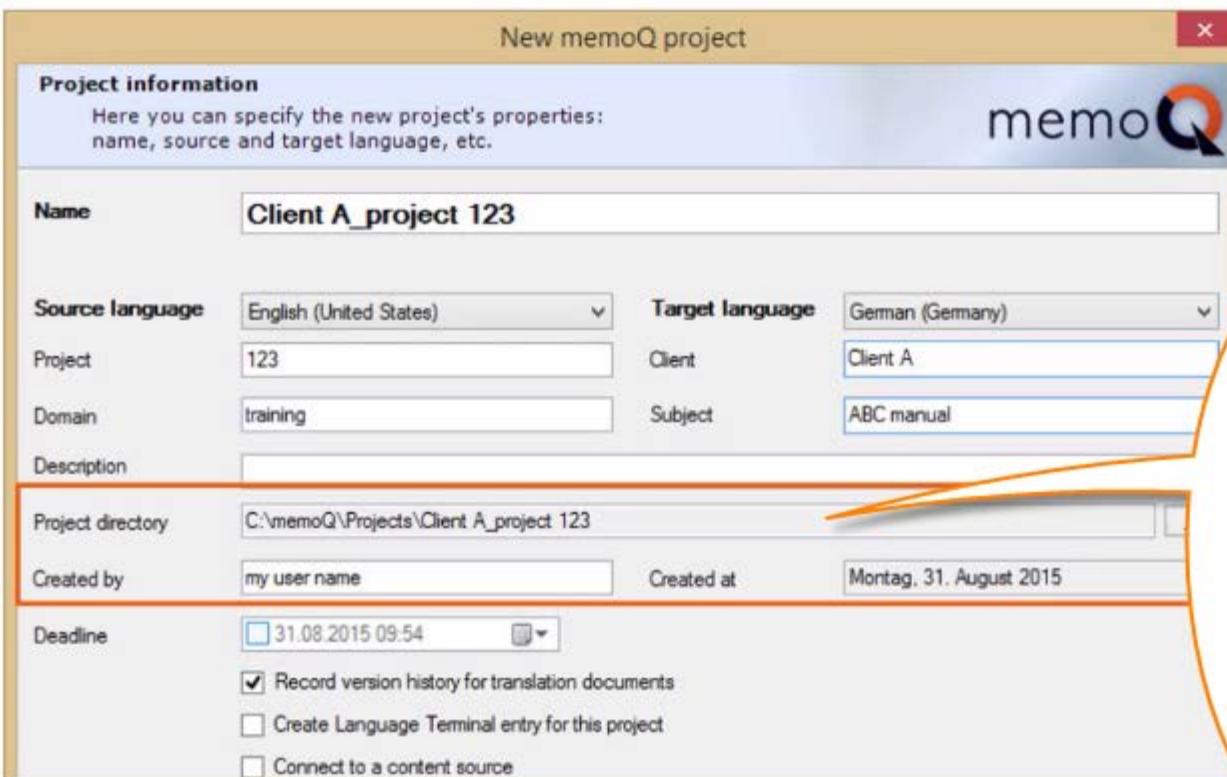
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# Project settings



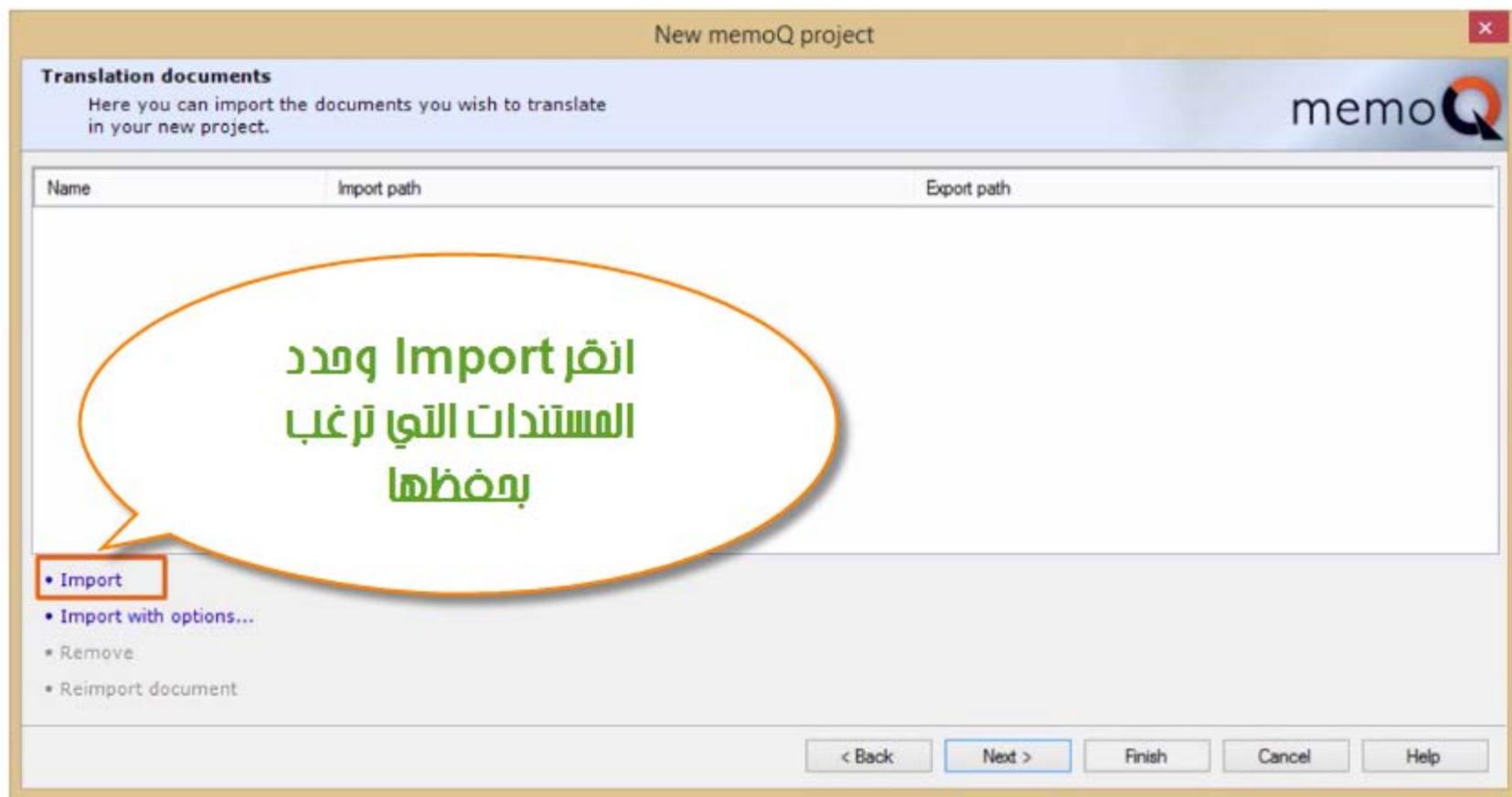
تعدد اسم  
المشروع  
والثانية  
اللغوي الذي  
ترغب به

# Project settings

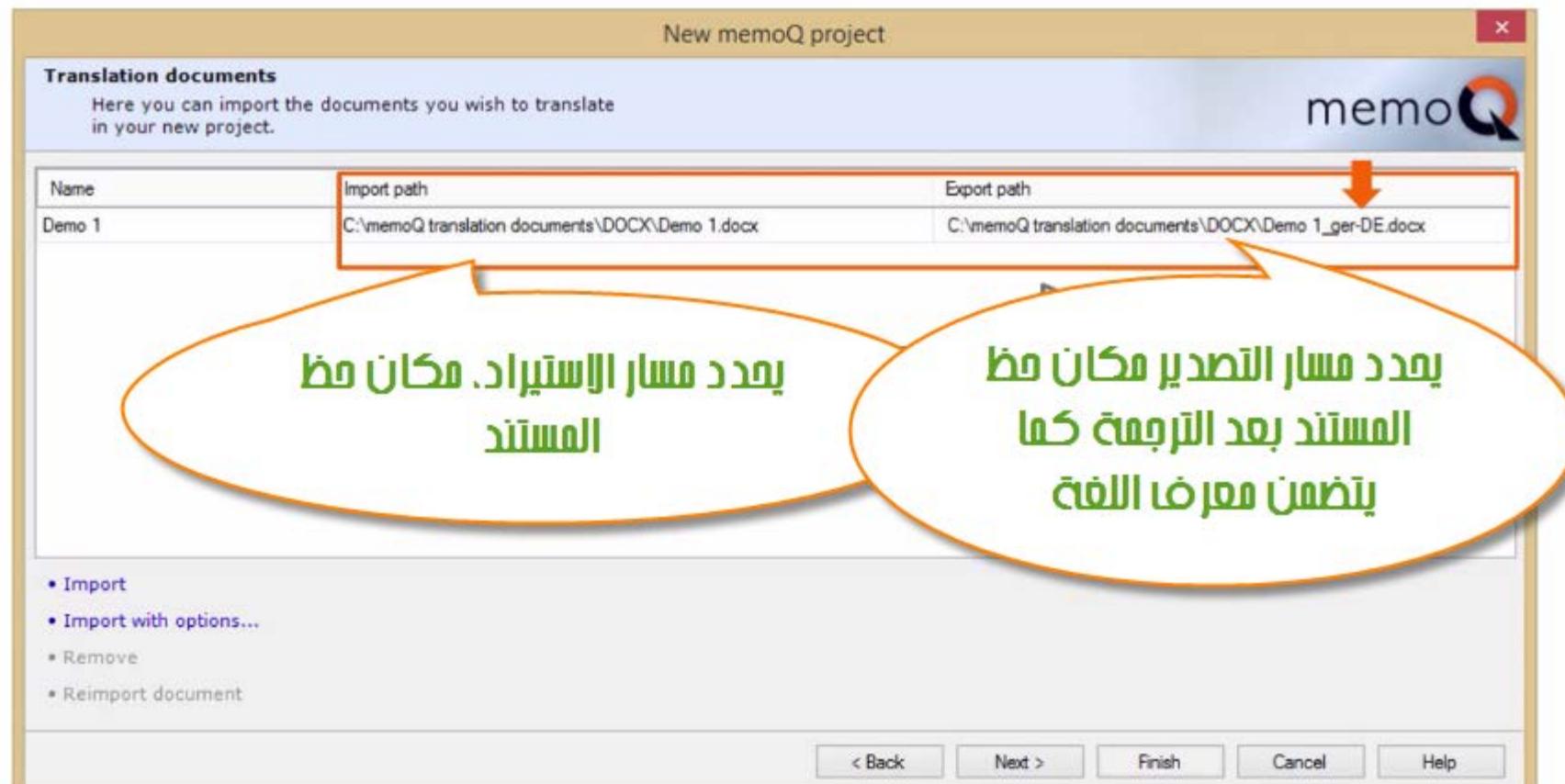


يمكنك  
تغيير مسار  
المشروع  
واسم  
المستخدم

# Adding your documents for translation



# Adding your documents for translation



## Adding/creating TMs

إِلْفَاظُ الْمَسْجِدِ ذَكَرَهُ تَعْجِيزًا  
بِالْفَعْلِ أَوْ إِنْشًا، ذَكَرَهُ تَعْجِيزًا

New memoQ

### Translation memories

Here you can add the translation memories you will use in the project, or create new ones.

Type	Name	▲ Path / URL	Source	Target

• [Create/use new](#)      [Set as working \(primary\)](#)      [Synchronize offline](#) •  
 • [Properties](#)      [Set as master](#)      [Register local](#) •  
     [Use in project](#)  
     [Import from TMX/CSV](#)

< Back      [Next >](#)      [Finish](#)      [Cancel](#)      [Help](#)

## **Muhammad Shalabi**

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# Adding/creating TMs

New memoQ project

Translation memories

Here you can add the translation memories you will use in the project, or create new ones.

memoQ

Type	Name	Path / URL	Source	Target
تم يانشا، ذاكرة عربية جديدة إذا لم تكن مفتوحة لديك بالفعل				

[Create/use new](#) [Properties](#) [Set as working \(primary\)](#) [Synchronize offline](#) [Register local](#)

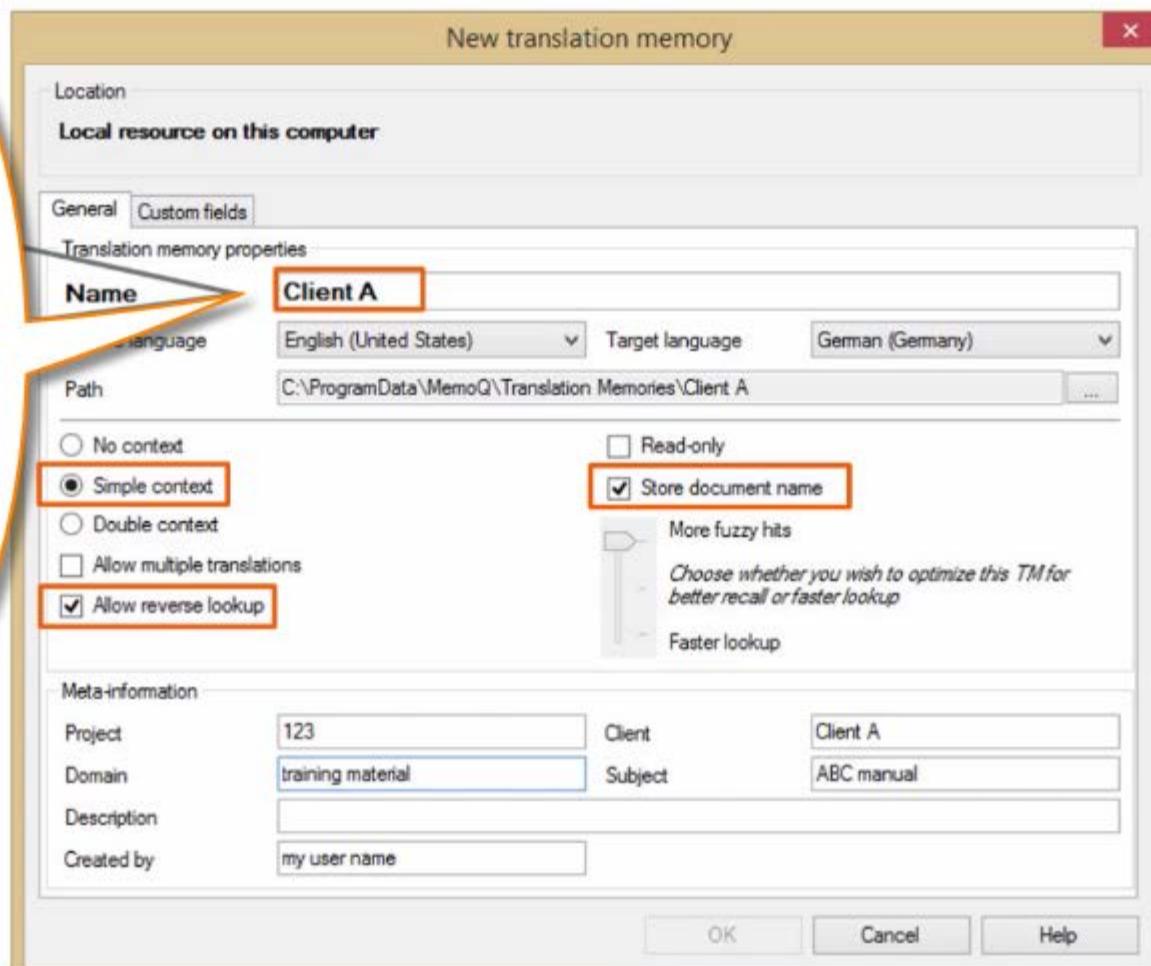
[Set as master](#) [Use in project](#) [Import from TMX/CSV](#)

< Back [Next >](#) [Finish](#) [Cancel](#) [Help](#)



# Adding/creating TMs

ادخل اسم  
الذاكرة. كما  
يمكنك تغيير  
مسار المفهوم  
وسلسلة بعدها  
لتغيير أي من  
الاعداد  
الأخرى



# Adding/creating TMs

New memoQ project

memoQ

Translation memories

Here you can add the translation memories you will use in the project, or create new ones.

Type	Name	Path / URL	Source	Target
<input checked="" type="checkbox"/> Working / Master	Client A	C:\ProgramData\MemoQ\Translation Memories\Client A	English (United States)	German (Germany)

بعن إضافه أكبر من ذاكرة عالمي، لكن يمكن إنشاء مثلك Working TM هناك. يتم استخدام الأطقم في البحث فقط.

Client A [local | ContextTM + single translation | entries: 0] Project: 123 Client: Client A Domain: training Subject: ABC manual

• Create/use new      Set as working (primary)      Synchronize offline \*

• Properties      Set as master      Register local \*

Remove from project      Import from TMX/CSV

< Back      Next >      Finish      Cancel      Help

# Adding/creating term bases

اضافه / إنشاء مكتبة مفهومات

New ...

**Term bases**  
Here you can add the term bases you will use in the project, or create new ones.

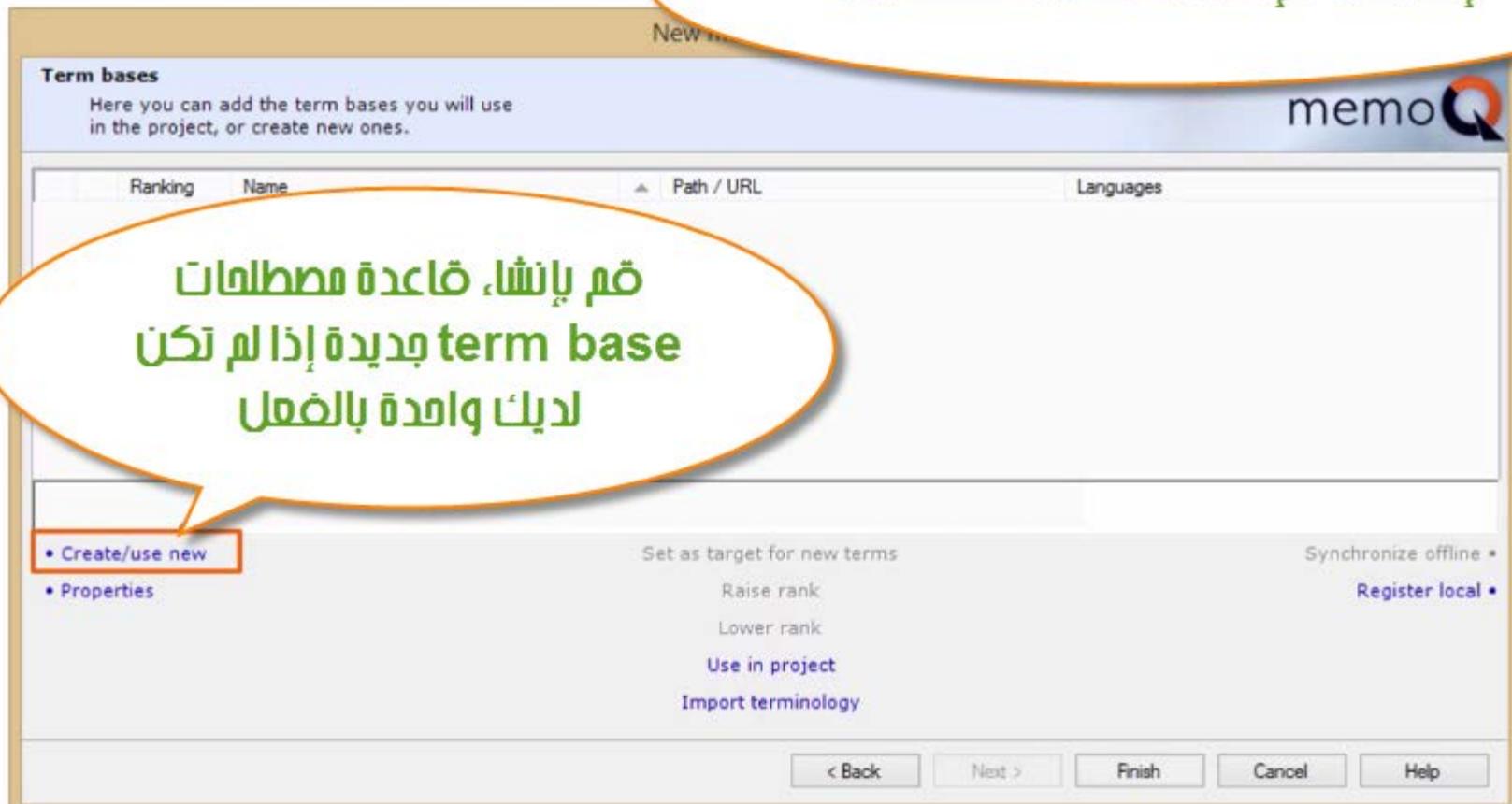
Ranking Name Path / URL Languages

اضافه / إنشاء مكتبة مفهومات  
تم تعريف المكتبة كـ term base  
لديك إمكانية بالفعل

**Create/use new** • Set as target for new terms Synchronize offline •  
Properties • Raise rank Register local •

Use in project Import terminology

< Back Next > Finish Cancel Help



# Adding/creating term bases



# Adding/creating term bases

New memoQ project

memoQ

**Term bases**

Here you can add the term bases you will use in the project, or create new ones.

Ranking	Name	Path / URL	Languages
1	Client A	C:\ProgramData\MemoQ\Term Bases\Client ...	English (United States), German (Germany)

يمكن تفعيل أكثر من قاعدة مصطلحات

Set as target for new terms

لماضي مكان تفعيل المصطلحات الجديدة

لتحفيز الترتيب

Raise rank

Lower rank

Remove from project

Import terminology

Synchronize offline

register local

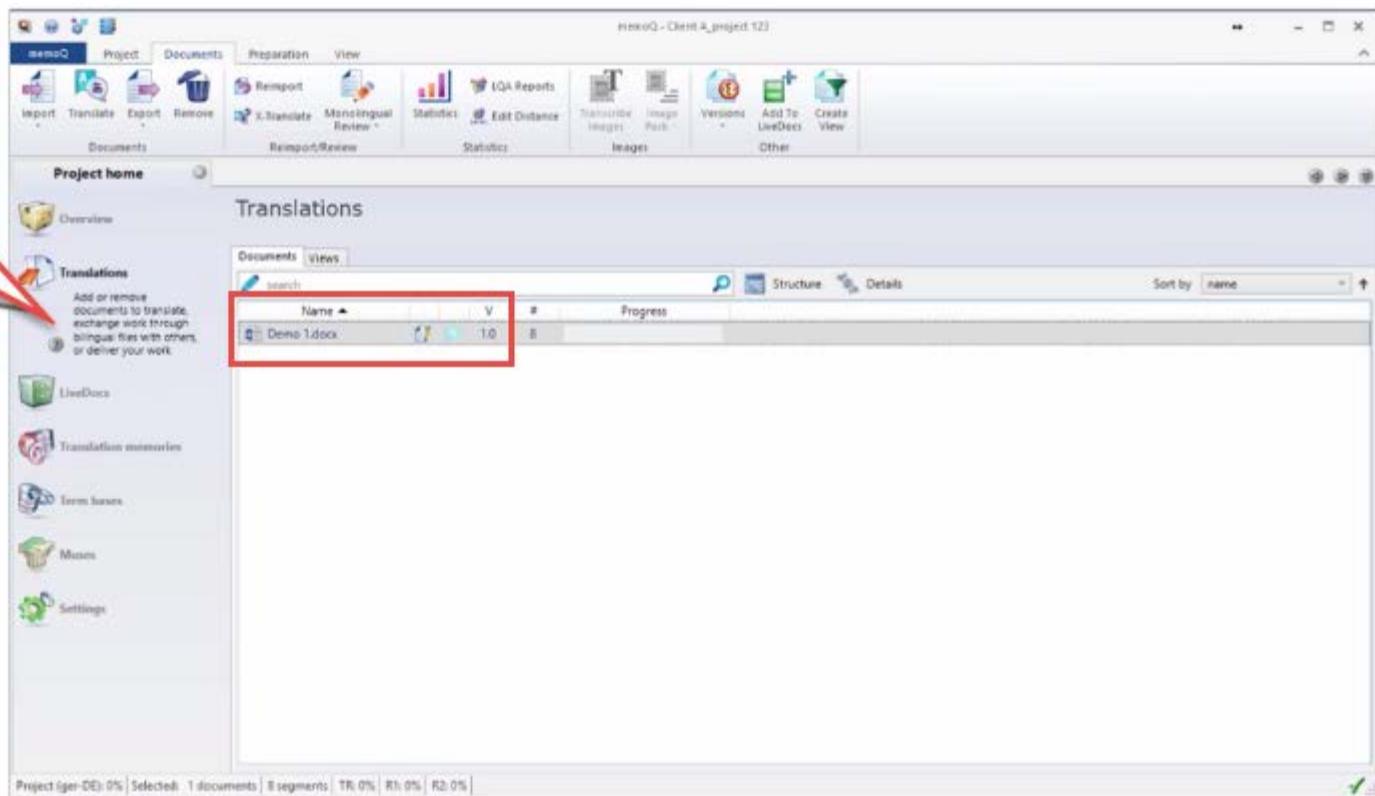
Client A

Project: 123 Client: Client A Domain: training Subject: ABC manual

English (United States), German (Germany)

# Navigation within the project

يمكنك من هنا  
فتح Translation  
مسلسل للرجوع من  
فهارس النتائج مرتين فمثلاً  
اسماء من القائمة



The screenshot shows the memoQ software interface with a red callout box highlighting the 'Translations' section in the left sidebar. The 'Translations' section is under the 'Project home' category and contains a sub-section titled 'Translations'. This section lists a single document named 'Demo 1.docx' with a status of '100%'. The main workspace is titled 'Translations' and shows a table with columns for 'Name', 'V', '#', and 'Progress'. The table has one row for 'Demo 1.docx'. The bottom status bar shows 'Project (ger-DE): 0%' and other document statistics.

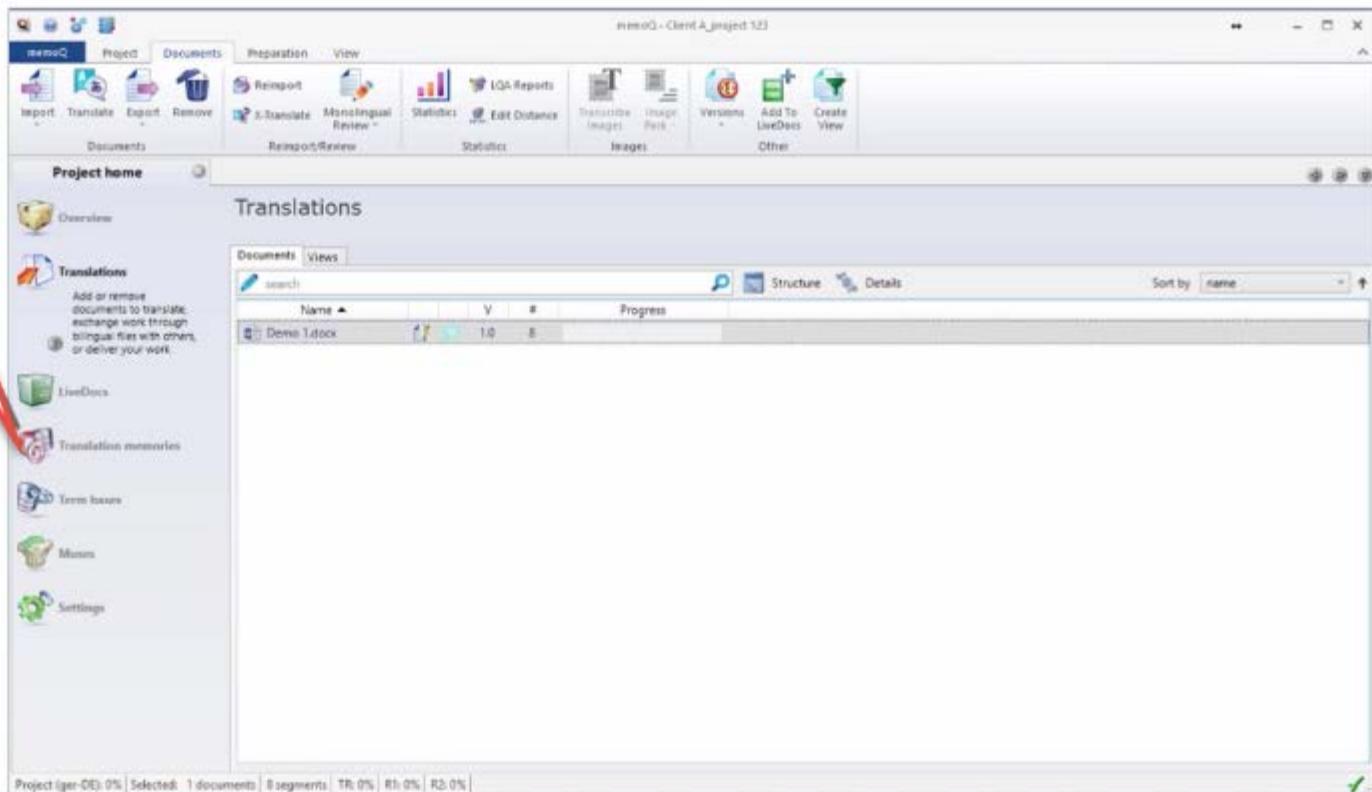
Name	V	#	Progress
Demo 1.docx	100	8	

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# Navigation within the project

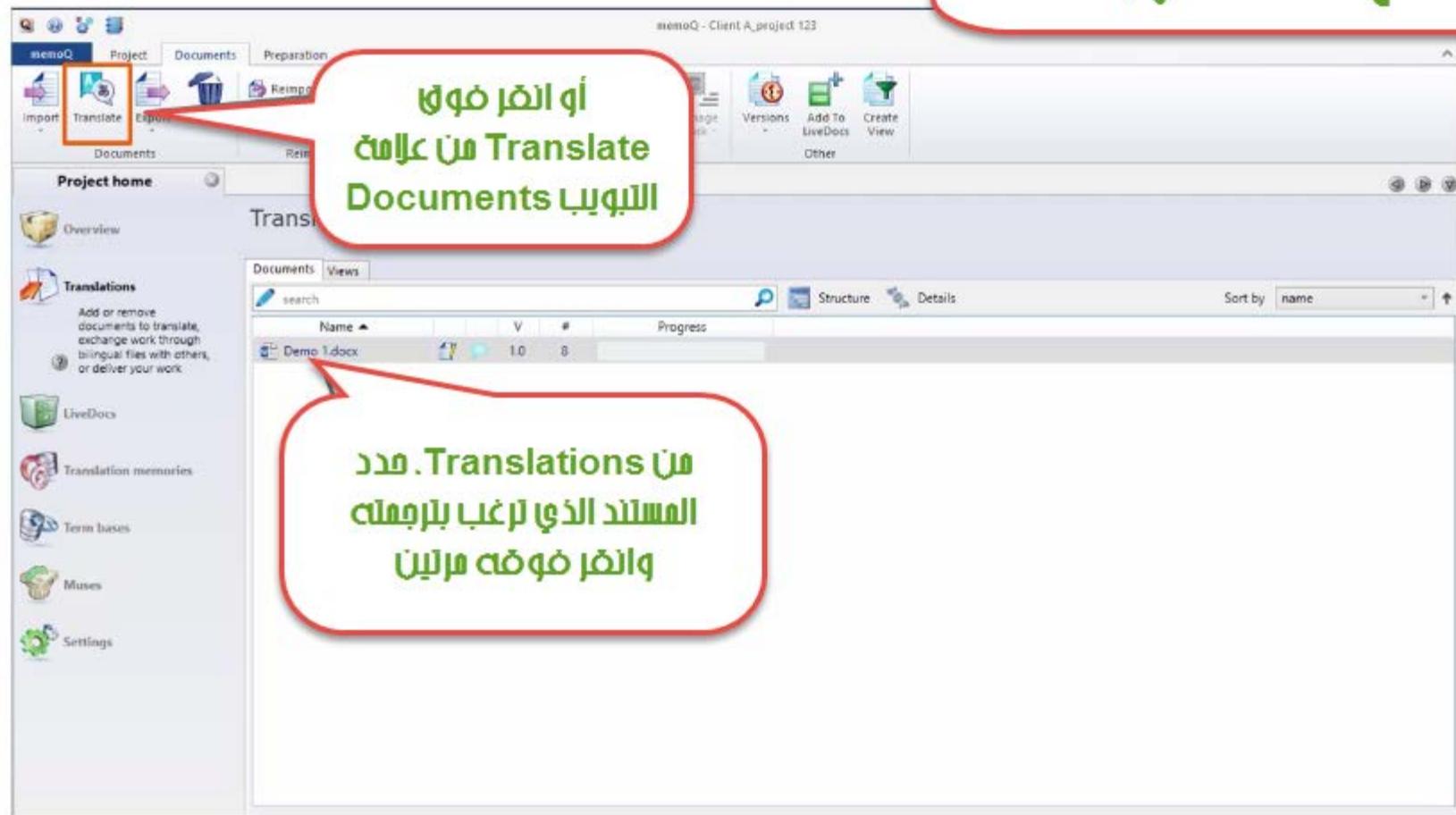
بعنوان  
Translation  
memories  
ذكريات الترجمة  
إليه، المفيدة



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# Opening a document for translation

فتح ملف الترجمة



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# The translation window

نافذة الترجمة

This is a new sentence. This is a short, new sentence. This is a short, nice sentence.

This is sentence 5 in this document.

This is sentence 6 in this document.

Changed: never

This is a new sentence. This is a short, new sentence. This is a short, nice sentence.

This is sentence 5 in this document.

The expression "new sentence" has been translated below.

This is the last sentence.

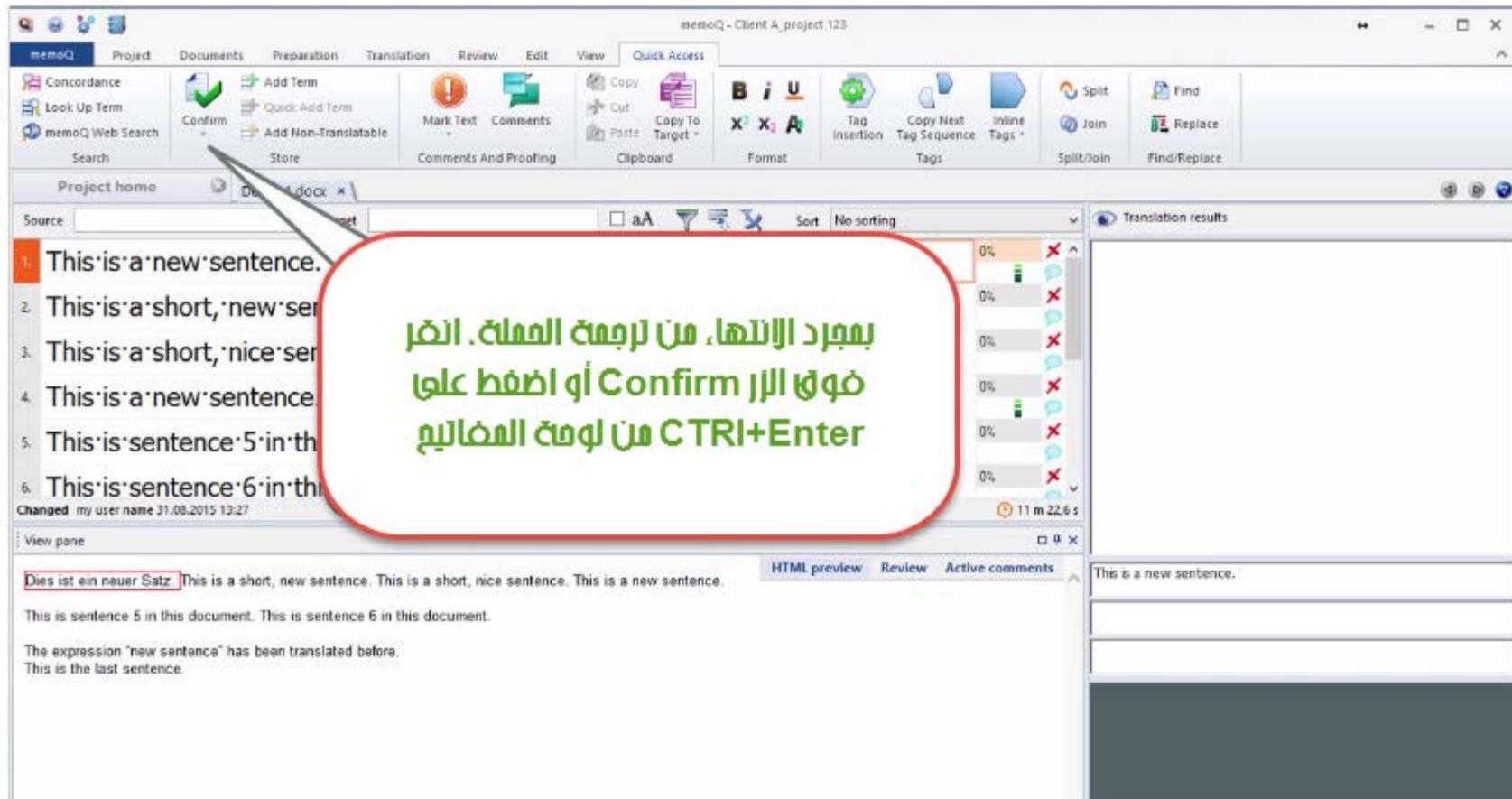
نافذة الترجمة فتحت هذا الملف  
الآيسن

هذه نافذة لاستعراض الملف بعد ترجمة كل جملة فتح الملف بدون انصراف

بمفرد الأكيد

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# Confirming a segment



The screenshot shows the memoQ interface with a list of sentences in the source pane and a translation results pane. A red callout box highlights the 'Confirm' button in the toolbar and the 'Confirm' key shortcut in the status bar.

Source:

1. This is a new sentence.
2. This is a short, new sentence.
3. This is a short, nice sentence.
4. This is a new sentence.
5. This is sentence 5 in this document.
6. This is sentence 6 in this document.

Changed my user name 31.08.2015 12:27

View pane

Dies ist ein neuer Satz. This is a short, new sentence. This is a short, nice sentence. This is a new sentence.

This is sentence 5 in this document. This is sentence 6 in this document.

The expression "new sentence" has been translated before.  
This is the last sentence.

memoQ - Client A\_project 123

Project home

Source

Translation results

HTML preview Review Active comments

Confirm

Confirm key shortcut: CTRI+Enter

# Translation suggestions

The screenshot shows the memoQ software interface with a document titled 'Demo 1.docx'. The document contains the following sentences:

1. This is a new sentence.
2. This is a short, new sentence.
3. This is a short, nice sentence.
4. This is a new sentence.
5. This is sentence 5 in this document.
6. This is sentence 6 in this document.

Below the document, a note states: 'Changed: never'.

The 'Translation results' pane on the right shows the following Arabic translations:

- This is a new sentence.
- This is a short, new sentence.
- This is a new sentence.
- This is a new sentence.
- This is sentence 5 in this document.
- This is sentence 6 in this document.

Below these, a note states: 'Changed: never'.

A red box highlights the following Arabic text in the 'Translation results' pane:

نظهر هنا نسخة الثانية مقدار  
التطابق والثانية. بينما نظهر  
النهاية للآلات أدناه. مقدار  
التطابق من ذاكرة الترجمة  
ويعتمد العملة من الذاكرة.  
وتحل الإشارات بالآلاف. حيث  
يُرسِّل الأزرار إلى الكلمات الجديدة

The memoQ interface includes a toolbar with various icons for file operations, a search bar, and a status bar at the bottom showing statistics: P (ger-DE): 25% D: 25% TR: 2 R1: 0 R2: 0 Ed: 0 Rej: 0.

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memoQ - Forced Migration Review

memoQ Project Documents Preparation Translation Review Edit View Workflow Quick Access

Concordance Add Term  
Look Up Term Quick Add Term  
memoQ Web Search Add Non-Translatable  
Search Store

Mark Text Comments Copy Cut Copy To Target  
Paste Tag Insertion Copy Next Tag Sequence Inline Tags  
Split Join Find Replace Split/Join Find/Replace

Project home Translation Editor.docx

Source Target Sort No sorting Translation results

1. Translation Editor (1)
2. The translation editor is the main window for translation.
3. Here you will...
4. enter your translations
5. confirm the translations and save them to the translation memory
6. check the translation suggestions from the translation memory
7. This presentation will show you how to do the...

Changed never

View pane

...will enter your translations •

هناك بعض عصا من اقتصارات فتح المفاهيم الهامة

لنسخ المصدر إلى مكان اللغة الهدف اضغط **CTRL+Shift+S**  
لتأكيد المعلمات وإدخال إلى المعلمات التالية **CTRL+Enter**  
للبحث في ذاكرة الترجمة **CTRL+K**  
إضافة معلمات سريعة إلى قائمة المعلمات تعدد في المصدر **CTRL+Q** وإضافة إلى الهدف **CTRL+Q**

memoQ - Forced Migration Review

Project Documents Preparation Translation Review Edit View Workflow Quick Access

Concordance Look Up Term memoQ Web Search Search Confirm Add Term Quick Add Term Add Non-Transl Store

Project home Translation Editor

Source Target

1. Translation Editor (1)

2. The translation editor is the main window for translation.

3. Here you will...

4. enter your translations

5. confirm the translations and save them to memory

6. check the translation suggestions from memory

This presentation will show you how to use the software.

Changed never

View pane

Concordance

Settings Text **translations\*** Concordance

Put selected text in quotes  Case sensitive 0.11 sec

Add wildcards to selected text  Numeric equivalence

Search in target  Guess translation

Filter target Limit 128 Total hits 0

Three-column view  Source + target

Source Target Meta-information

عند النقر على **CTRL+K** تظهر نافذة البحث  
ويمكنك اختيار طريقة العرض التي تراقب  
والأفضل  
**Source+Target**

Close dialog on insert Insert selected Insert Close Help

... VIII

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# Export the translated document

تصدير المنسند المترجم

memEQ - Client A\_project 123

Project: Export

Source: [redacted]

4. This is a new sentence.

5. This is sentence 5 in this document.

6. This is sentence 6 in this document.

7. The expression "new sentence" has been translated before.

8. This is the last sentence.

Changed: my user name 31.08.2015 14:59

View pane

Dies ist ein neuer Satz. Dies ist ein kurzer, neuer Satz. Dies ist ein kurzer, netter Satz. Dies ist ein neuer Satz.

Dies ist Satz 6 im Dokument. Dies ist Satz 6 im Dokument.

Der Ausdruck „neuer Satz“ wurde schon übersetzt.

Dies ist der letzte Satz

memEQ - Client A\_project 123

Project: Export

Source: [redacted]

Translation results

This is the last sentence.

This is the last sentence.

Dies ist der letzte Satz.

Created: 31.08.2015 14:59:47 (my user name|None)

Doc: Demo 1.docx

31.08.2015 14:59:47

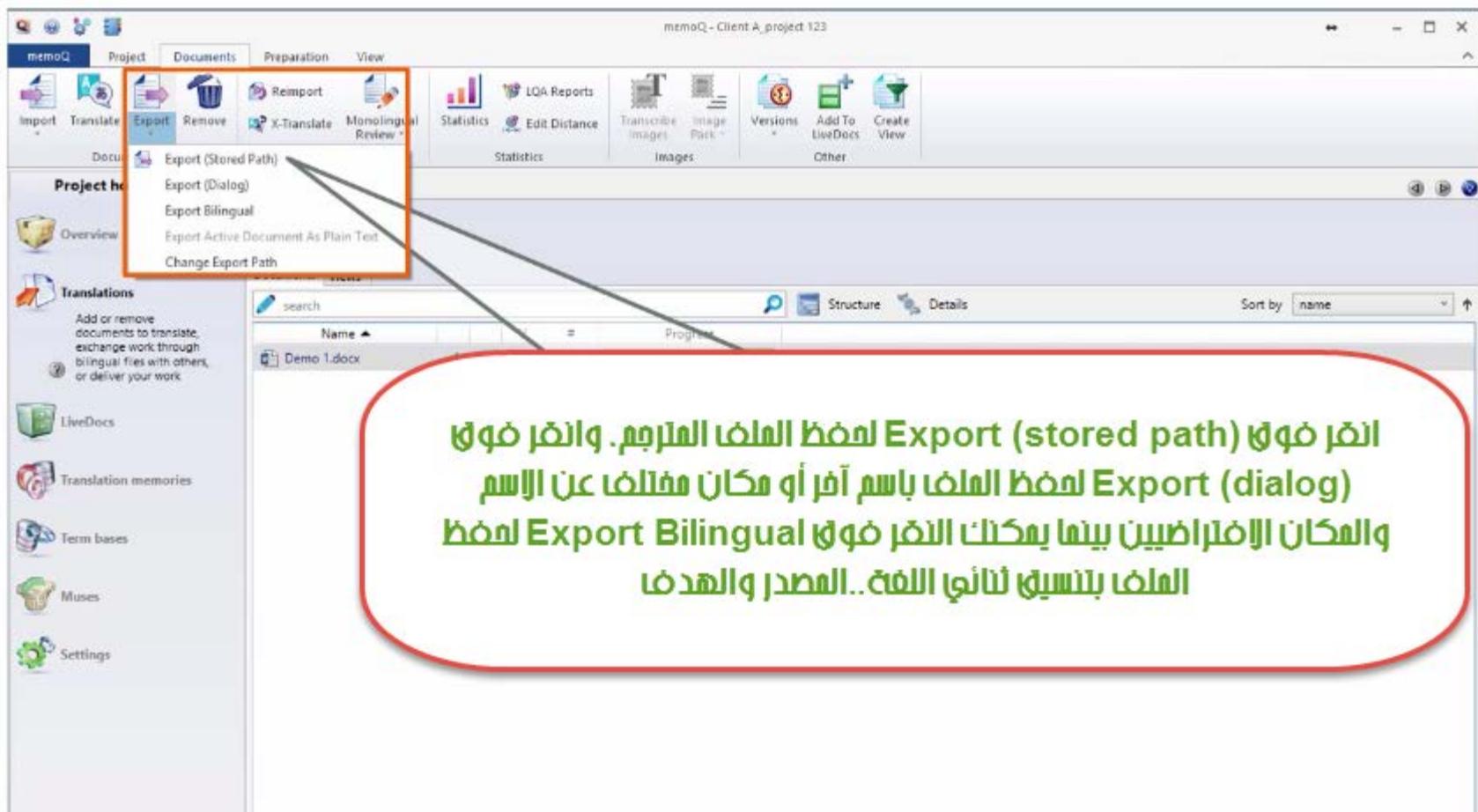
Client A

my user name | 101%

لحفظ الملف الناهي بعد الترجمة  
لتصدير المنسند المترجم

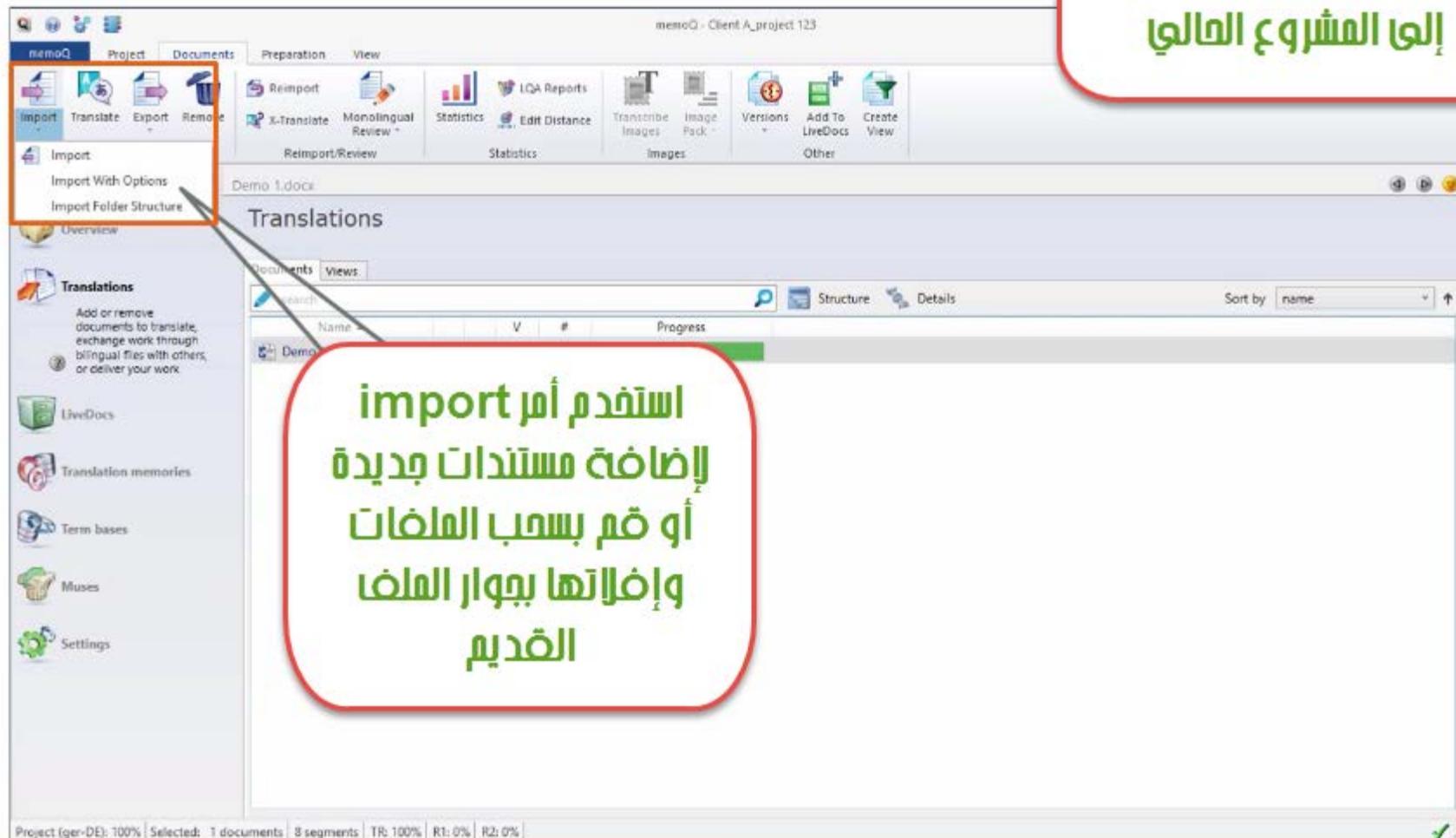
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# Project home – export documents



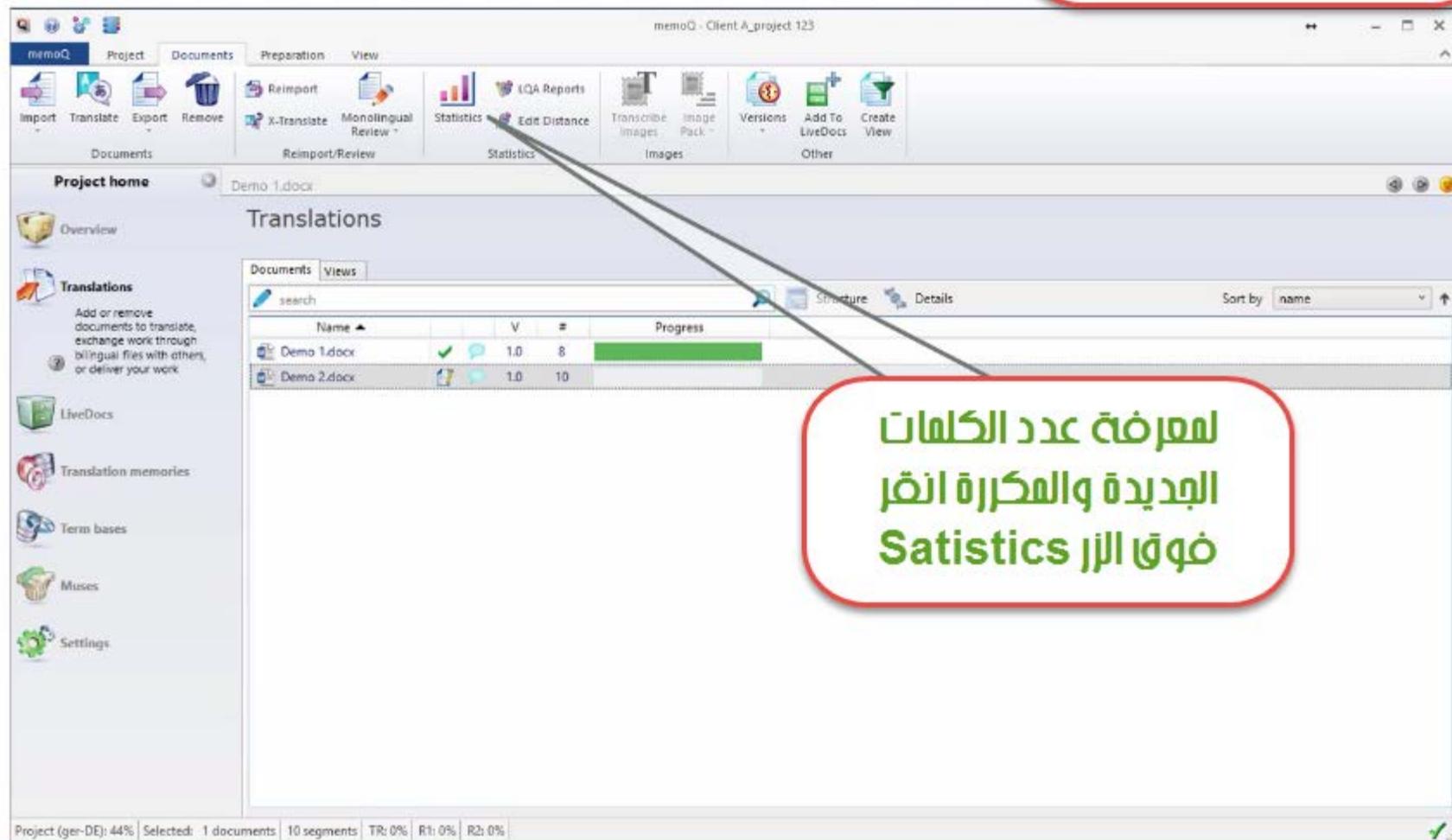
# Adding more documents for translation

إضافة مستند أو أكثر  
إلى المشروع الحالي



# Running statistics

معرفة عدد الكلمات  
الجديدة والمكررة



The screenshot shows the memoQ software interface. The top menu bar includes 'memoQ', 'Project', 'Documents', 'Preparation', and 'View'. The 'Project' tab is selected. The toolbar below has icons for 'Import', 'Translate', 'Export', 'Remove', 'Reimport', 'X-Translate', 'Monolingual Review', 'Statistics', 'LQA Reports', 'Transcribe Images', 'Image Pack', 'Versions', 'Add To LiveDocs', and 'Create View'. The main window shows 'Project home' with 'Demo 1.docx' selected. The 'Translations' section shows a table with two entries:

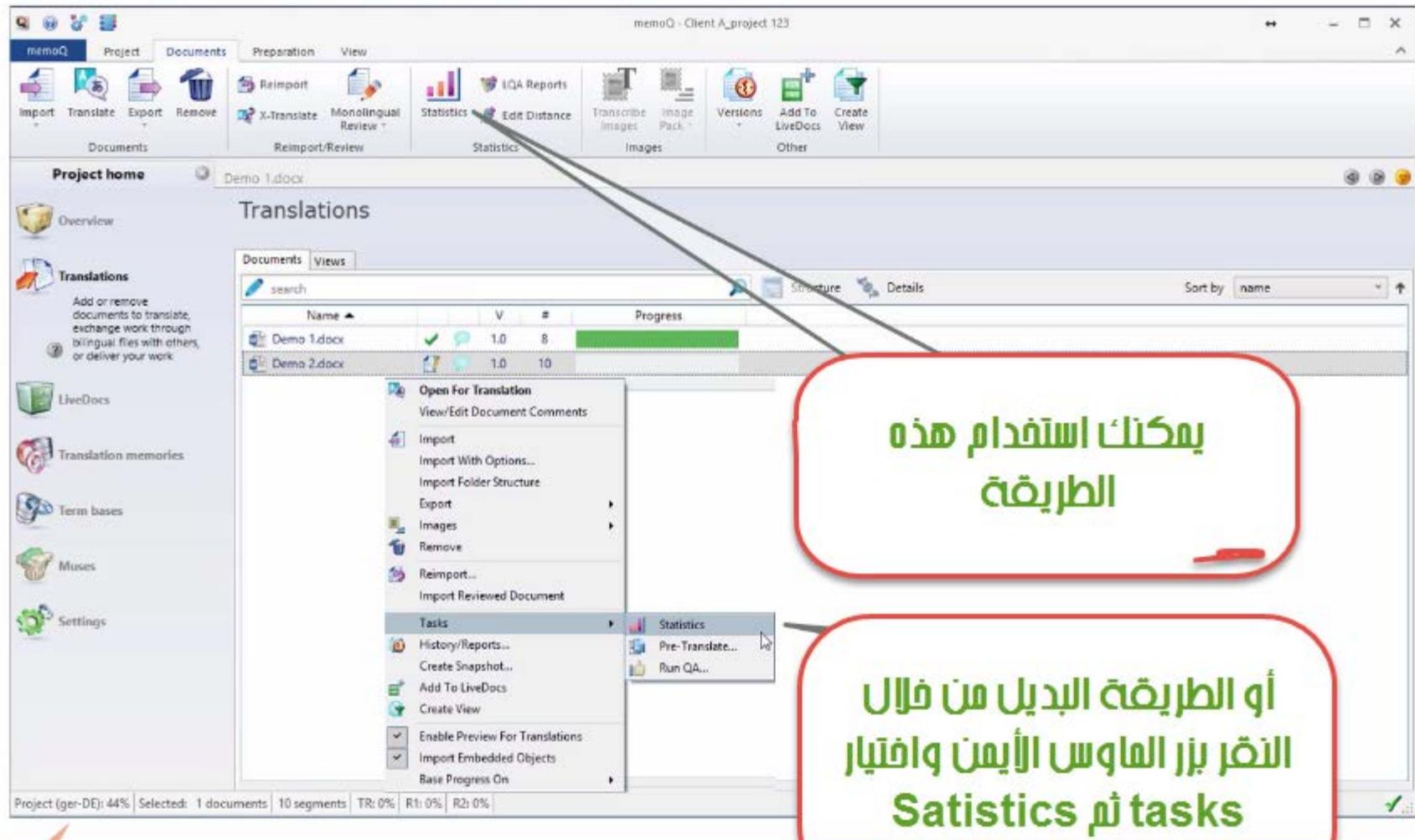
Name	V	#	Progress
Demo 1.docx	✓	1.0	8
Demo 2.docx	1	1.0	10

A red callout box on the right side of the interface contains the following text in Arabic and English:

لمعرفة عدد الكلمات  
الجديدة والمكررة انقر  
على الزر Statistics

Project (ger-DE): 44% | Selected: 1 documents | 10 segments | TR: 0% | R1: 0% | R2: 0%

# Running statistics



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# The statistics dialog

